

The District Municipality of Muskoka is currently recruiting for a Facilities Services Administrative Support Clerk

The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

This role will provide administrative support to the day-to-day operations of the Facilities Services group including customer service assistance.

What you will do:

- Receive, distribute and assign written and verbal service requests following customer service standards to ensure prompt and efficient customer service.
- Act as a liaison between the customer, contractors and maintenance & custodial staff.
- Assist in the generation, collection, processing and filing of purchase orders, work orders, timesheets, invoices and other documentation as necessary to maintain accurate operations records.

What you will need:

- Graduation Grade 12 education with up to 3 years of related experience, or completion of a 1 year post- secondary Office or Administration program with 2 years of related experience
- Basic understanding of residential and commercial building systems.
- Demonstrated ability to communicate effectively and courteously with employees and members of the public, both in person, telephone or electronically.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a temporary full time opportunity at the District for up to three (3) months. The hourly compensation range for this role is \$24.17 - \$26.52. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application:

www.muskoka.on.ca/careers

This posting closes on Wednesday June 29, 2022 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.